



Board Meeting Minutes

September 16, 2010

The Charlevoix County Department of Human Services Board held its regularly scheduled meeting on Thursday, September 16, 2010, at Grandvue Medical Care Facility in East Jordan. The meeting was called to order by Oral Sutliff, Chairperson, at 9:00 a.m. with the following persons also in attendance: Ronald Moore, Board Member; Carl Bloom, Board Member; Kevin Evans, Administrator; Carol Timmer, Director of Nursing; and Jane Korthase, Acting Recording Secretary.

There was no public comment.

Mr. Moore moved to accept the minutes of the August 16, 2010, meeting; second by Mr. Bloom.

Yeas: 3 Nays: 0

Mr. Bloom moved to approve the minutes of the September 1, 2010, special meeting, with correction; second by Mr. Moore.

Yeas: 3 Nays: 0

Mr. Bloom moved to approve Capital Transfers in the amount of \$8770.45 and Memorial Transfers in the amount of \$780.20; second by Mr. Moore.

Yeas: 3 Nays: 0

Mr. Moore moved to approve August bills in the amount of \$458,639.47; second by Mr. Bloom.

Yeas: 3 Nays: 0

Mr. Moore moved to receive the July 2010 financial statements; second by Mr. Bloom.

Yeas: 3 Nays: 0

Director of Nursing Carol Timmer presented a plan to restructure nursing administration. The goal of the restructure is to achieve efficiency by streamlining positions in a cost efficient manner while increasing services to Grandvue residents. Three positions in nursing administration have been vacated in 2010. The proposed plan would replace the purchaser, who retired earlier this year, and hire a nursing administrative assistant

to fill the position of a retiring ward clerk. A temporary scheduling position that existed in 2009 will not be replaced; therefore the restructure will save the facility the equivalent of 1.4 full time positions.

Mrs. Timmer also presented a plan to replace the vacant Horizonvue Community Manager position with a new Compliance Nurse position. The Activity Department Head has relocated her office to Horizonvue, where she is present to assist and mentor staff. The Compliance Nurse will coordinate the facility's Corporate Compliance Program, HIPAA program, Disaster Preparedness Plan and complaint investigation and reporting. This position would have a neutral effect on the budget.

Mr. Bloom moved to approve the new nursing administrative positions as long as there will be no increase in budget dollars; second by Mr. Moore.

Yeas: 3 Nays: 0

Administrator Evans presented information to the Board regarding a new insurance program presented by Great West Insurance Products. This is an option for staff members to purchase to provide insurance for their personal investments with Great West.

Administrator Evans discussed the upcoming Senior Fair, to be held at Grandvue on October 20. Preliminary responses from the community have been very positive.

Administrator Evans updated the Board on the current maintenance projects for water removal as directed by the fire inspector.

The Board discussed a preliminary rental agreement for the property located at 1806 Peninsula Road. The Board will finalize this policy in October.

The Board reviewed the Department Head reports.

Mr. Moore moved to go into closed session at 10:00 a.m. to discuss ongoing litigation; second by Mr. Bloom.

Mr. Moore: Yea

Mr. Sutliff: Yea

Mr. Bloom: Yea

Mr. Moore moved to leave closed session at 10:30 a.m.; second by Mr. Bloom.

Yeas: 3 Nays: 0

Mr. Bloom made a motion to accept the attorney's current recommendation and negotiate accordingly in the case of Janet Renkiewicz vs. Grandvue Medical Care Facility.

Yeas: 3 Nays: 0

Meeting adjourned at 10:35 a.m.

Respectfully submitted,

Kevin Evans, Recording Secretary

Oral Sutliff, Board Chair

CC: Joel Evans
Bill Denemy
Charlevoix County Clerk